

## ROUTING AND TRANSMITTAL SLIP

Date

22 JUL  
1981TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. EO/DQA

Mr

22 JUL  
1981

2. CMO

3.

4. Diane

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

1 - Pls take the necessary  
action.

STAT

Would like to discuss  
att'd with you. Should we send a  
memo to the Sub-groups Diane  
asking for nominees?

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

D/PP2M  
81- 2959DD/A Registry  
81-1522

21 JUL 1981

MEMORANDUM FOR: Deputy Directors and Head of E Career Service

FROM : James N. Glerum  
Director of PersonnelSUBJECT : Rotational Assignments to the Washington Area  
Recruitment Office

1. As you know, special efforts are being planned toward assuring that the Agency meets its FY 1982 and 1983 enhanced staffing requirements. Included among these efforts is the plan for an increase in the number of recruiters at the Washington Area Recruitment Office (WARO).

2. At this time we are seeking nominations of officers to fill three additional positions at WARO. Nominees should be officers who have been with the Agency for five or more years, who are at the GS-11 through GS-13 level, have a genuine desire to serve as a recruiter on a two or three year rotational assignment and who possess those interpersonal skills needed to make each an excellent representative of the Agency. Those candidates who have served in offices and directorates other than their office of present assignment will be given extra consideration; good oral and writing skills are essential.

3. Selected officers will be utilized both within WARO and to provide TDY assistance for expanded field recruitment efforts. Candidates should be willing to travel on a fairly frequent basis.

4. The Office of Personnel would appreciate several nominations from each directorate; Official Personnel Files should be forwarded to the Director of Personnel for consideration. Selections will be made as soon as possible with assignments to occur as the individuals are available. If you have any questions, please contact [redacted] Chief, Washington Area Recruitment Office, extension [redacted]

STAT

STAT

[redacted]  
James N. Glerum